

Attorneys in Case


The Attorneys in Case screen contains three sections. The top section is designed to search the database for an attorney. Use this function only if you do not know the attorney's bar code.



Attorney Search Criteria

First Name	Middle Name	Last Name	BarID#	Search Results
		hansen		HANSEN, DIANNE M (020172)

The center section displays all parties in the case and is used to assign the attorney.



Parties to Assign

Bar#: 020172 Assign Date: 2/3/03

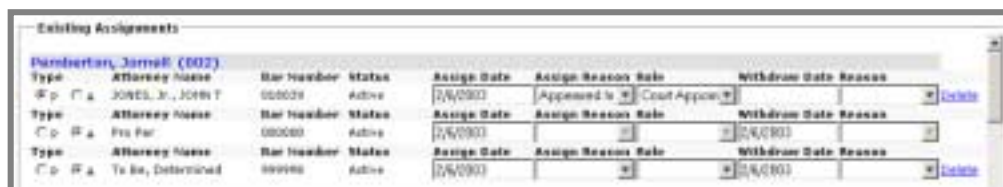
Assign Reason: Court Appointed Coun Type: ☒ Primary ☐ Additional

Attorney Role: Advisory

Side 1 ☒ ☒ ☒
☐ State Of Arizona () (Plaintiff)

Side 2 ☒ ☒ ☒
☒ Pemberton, Kassi (001) (Defendant)
☐ Pemberton, Jarnell (002) (Defendant)

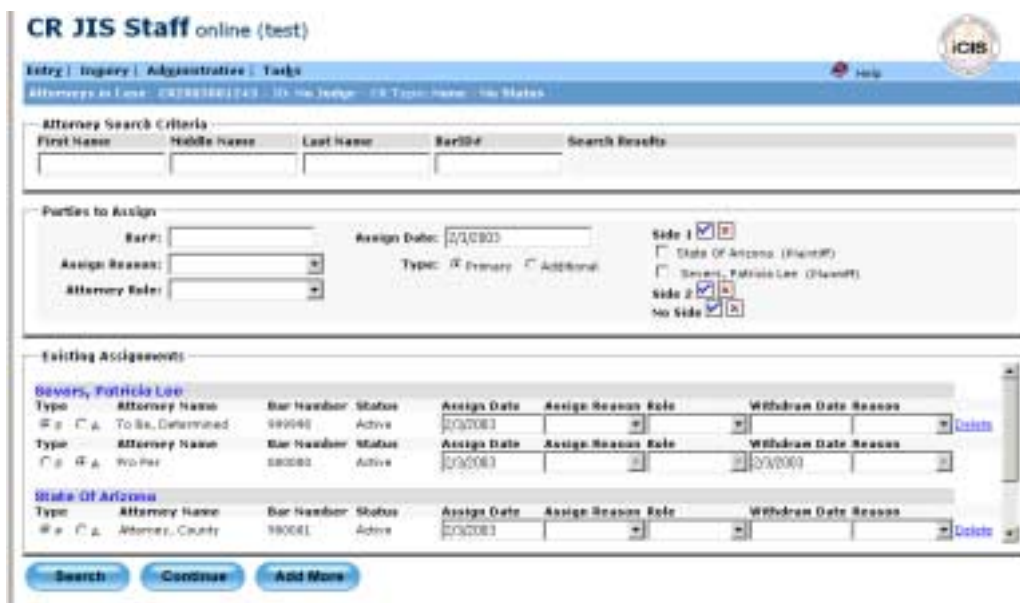
The bottom section displays the existing parties and their current and historical primary and additional attorneys. Until assigned an attorney, each defendant's attorney status is set as 'To be Determined'.



Existing Assignments						
Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason Rule	Withdraw Date Reason
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	JONES, Jr., JOHN T	00000	Active	2/4/000	Appointed by Court Appon	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Pro Per	00000	Active	2/4/000		2/4/000
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	To Be, Determined	00000	Active	2/4/000		2/4/000

Assigning an Attorney

If you do not know the attorney's bar code, initiate a search by typing in a name and clicking the Search button (Alt+s). When the search results display in the new field, select the attorney from the drop down list. That attorney's bar code will populate the bar code field in the center section.



CR JIS Staff online (test)

Entry | Inquiry | Administration | Tasks

Attorneys in Case: CR000001243 - No Judge - CR Topic Name: No Status

Attorney Search Criteria

First Name	Middle Name	Last Name	BarID#	Search Results

Parties to Assign

Bar#: Assign Date: 2/1/000

Assign Reason: Type: ☒ Primary ☐ Additional

Attorney Role:

Side 1 ☒ ☒ ☒
☐ State Of Arizona (Plaintiff)

Side 2 ☒ ☒ ☒
☐ No Side

Existing Assignments

Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason Rule	Withdraw Date Reason
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	To Be, Determined	99999	Active	2/3/000		
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Pro Per	00000	Active	2/3/000		2/3/000

State Of Arizona

Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason Rule	Withdraw Date Reason
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attorney, County	99000	Active	2/3/000		

Search Continue Add More

Now fill in the assign reason, assign date and attorney role. Make sure you specify whether the new attorney is a primary or additional attorney. The default is primary and is designated by the radio button marked 'P'.

Now check the party this attorney will be representing. If all parties on a side will be represented by the attorney, click the blue check mark. Use the red X to deselect all the parties on a side. Notice as consecutive attorneys are assigned iCIS automatically inserts a Withdraw date that matches the assign date of the next attorney. You may add a withdraw reason.

Click the **Add More** button to assign another attorney.

Click **Continue** to save the information and continue case re-initiation.